

**TOWN OF ALLENSTOWN**  
**Planning Board**  
**Allenstown Town Hall –16 School Street**  
**Allenstown, New Hampshire 03275**  
**Meeting Minutes**  
**February 16, 2022**

**Call to Order**

The Allenstown Planning Board Meeting of February 16, 2022 was called to order at 6:33PM by Vice-Chair Chad Pelissier. Mr. Pelissier called for the Pledge of Allegiance.

**Roll Call**

Present on the Board: Diane Adnolfo, Sandy McKenney, Mike Frascinella, Chad Pelissier

Ex-Officio: Sandy McKenney

Residents of Allenstown: None

Allenstown Staff: Derik Goodine, Town Administrator  
Brian Arsenault, Code Enforcement Officer (remote and alone)

Others present: Mike O'Meara – Volunteer Board Admin  
Matt Monahan – Central New Hampshire Regional Planning Commission  
(remote and alone).

Public Officials: None

**OLD BUSINESS/ RECEIPT OF APPLICATION & PUBLIC HEARINGS**

Note: New Business was taken up first at this meeting of the Planning Board.

• **Status Update on Involuntary Lot Merger**

Mr. O'Meara said as of the last Selectboard meeting, the Applicant needs to get a survey of the property done and then go back to the Selectboard. He said there really is not anything for the Planning Board to do as of now and he recommends they table it for a future meeting.

Mr. McKenney made a Motion to table the status update on the involuntary lot merger (Ref: Lot 55, Map 112). Mr. Pelissier seconded the Motion.

Roll call vote was taken.

Sandy McKenney- Aye, Chad Pelissier- Aye, Michael Frascinella- Aye, and Diane Adinolfo- Aye.

The Motion passed, and the item was tabled for future consideration.

## **NEW BUSINESS/ RECEIPT OF APPLICATIONS & PUBLIC HEARINGS**

- **Election of Officers: Chair and Vice-Chair**

Mr. Frascinella made a Motion to nominate Diane Adinolfo as new Chair of the Planning Board. Ms. McKenney seconded the Motion.

Roll call vote was taken.

Sandy McKenney- Aye, Chad Pelissier- Aye, Michael Frascinella- Aye, and Diane Adinolfo- Aye.

The Motion passed, and Diane Adinolfo was elected as the new Chair of the Allenstown Planning Board.

Note: As Mr. Pelissier was willing to continue as Vice-Chair, and there was no other candidate for the position, it was deemed unnecessary to conduct a vote for the position.

## **UNAPPROVED MINUTES**

- **January 19, 2022**

Ms. McKenney made a Motion to approve the meeting minutes of January 19, 2022 as written. Mr. Frascinella seconded the Motion.

Roll call vote was taken.

Sandy McKenney- Aye, Chad Pelissier- Aye, Michael Frascinella- Aye, and Diane Adinolfo- Aye.

The Motion passed, and the minutes for January 19, 2022 were approved as written.

## **CORRESPONDENCE & OTHER BUSINESS**

- **Update from NH Regional Planning Commissioners- Meeting of February 10, 2022**

Chair Adinolfo said she Zoomed into the meeting and took some notes. She said the topic of the presentation was electric vehicles. She said that she does not have a copy of the presentation yet.

She said there are two types of electric vehicles: fully electric and hybrid gas and electric. She said there are currently 40 different models in New England and there are 3 types of power outlets that they presented.

Chair Adinolfo said the 240 volts AC outlet is similar to that for an electric stove, and there are 27 available charging stations of this type in NH. She said that the installation cost of this type of outlet is approximately \$1500-\$2000 per home. She said the 3-phase

power outlet can get a complete charge in about 20 minutes, but it costs \$25,000 per charging station.

Chair Adinolfo said there is no state standard for installation and each Town can adopt their own permitting standards. She said that they will have to keep up with the use of electric vehicles and associated charging stations and look to what other towns are doing. She also said that the Master Plan, which comes up for renewal in four years, should have language about charging stations and permitting information.

Mr. Pelissier said if the growth of electric cars continues, they can use it as an economic development plan bonus by putting them near restaurants, Sully's, etc.

- **Recommendation for Replacement Commissioner to the Central NH Regional Planning Commission**

Mr. Pelissier made a Motion for a recommendation that Sandy McKenney become a full Commissioner from Allenstown to attend the quarterly meetings at the Central NH Regional Planning Commission. Mr. Frascinella seconded the Motion.

Roll call vote was taken.

Sandy McKenney- Aye, Chad Pelissier- Aye, Michael Frascinella- Aye, and Diane Adinolfo- Aye.

The Motion passed, and Ms. McKenney was nominated to represent Allenstown as one of two full Commissioners to the CNHRPC. Ms. Adinolfo will continue as the other Commissioner.

- **Planning Board Assignments for the 2020 Hazard Mitigation Committee**

Mr. O'Meara provided the Board with the short- and long-term activities for the Planning Board to consider according to the 2020 Hazard Mitigation Committee report. He said the Committee met in 2020 for many weeks and managed to produce a summary. He said the first one is regarding the MS4 changes at the 2021 Town meeting. He said that short term is defined as one to 2 years.

Mr. O'Meara said that because they were dealing with the Zoning Ordinance last year, they did not work on any of the short-term activities so they should consider them this year.

He said the first one to look at is "Update the Zoning Ordinance to comply with NFIP recommendations to reduce the impact of flood and river hazards." He said that under description and evaluation of action, it says the "Zoning Ordinance needs to be updated as new requirements to the National Flood Insurance Program are necessary for retention of NFIP participation. The Flood Plan Ordinance protects life and property by regulating elevation, clarifying definitions, regulating new structures and encroachments, stating duties of the Code Enforcement Officer, etc.

In 2010, the Town adopted the recommended updates to the ordinance. The existing ordinance is amended with federal updates on a recurring basis. This is a regular activity whenever updates are required by FEMA.”

He said they need to look at the delta between what they adopted in 2010 and the current regulations, and then look at incorporating them into the current zoning ordinances. Mr. O’Meara said Matt Monahan will assist them.

Mr. O’Meara said the next one is also short-term and is inclusion of hazard mitigation items into the CIP which will be completed in 2022 and this is ongoing. He read, “Update the CIP yearly to incorporate the year’s priority hazard mitigation projects or capital reserve fund deposits. Regular activity, annual updated planned. For example, he said the Haz Materials Cleanup CRF has not been drawn from in several years (>\$7,000), and could be transferred into a different CRF, such as the Fire Department Equipment CRF.” He said if money is not being used, it could be used somewhere else in funds that need them. He said they could discuss the transfer and the Board would then have to approach the Trustees based on a written request from the Selectboard. He said depending on how the trust was set up, they may have to go to Town Meeting. He said it would be very beneficial to the Town if they could update this annually.

Mr. O’Meara said the next one is improvement to the existing Class VI Road Policy. It reads, “Future development on a large backland lot would require a new or upgraded road to Town standards to access the lots, etc.” He said they would be working with the road agent to see if they would want to do it and what it would look like. Mr. Pelissier said developing a road like that is so expensive.

Mr. O’Meara said they could change their zoning ordinances to say that if a developer wants to create a development on a Class VI Road, then they would have to build a Class V Road. Mr. Pelissier said it would be different if it were just one home versus a development. Mr. O’Meara said there are many things that they can look at from a zoning perspective.

He said the next task is to write a new 2023 zoning ordinance regarding phasing, which is when large developments are built in phases as to not overwhelm town services. Mr. Arsenaault said the Economic Development Committee could assist them with this task.

Mr. O’Meara said that concludes the short-term items. He said he would work with Mr. Pelissier, and Mr. Arsenaault to bring some language back to the Planning Board at a future date.

Mr. O’Meara said the Hazard Mitigation Committee meetings will be quarterly going forward and there will be more updates coming out. He said if they can focus on the active short-term items that he mentioned, they could keep them up to date every year as opposed to starting from scratch.

Mr. O'Meara said he would forward the spreadsheet to the Board for their review.

**STAFF UPDATE**

None.

**SCHEDULING OF NEXT MEETING**

The next meeting is planned for March 2, 2022 at 6:30 pm.

**ADJOURN**

Ms. McKenney made a Motion to adjourn. Mr. Frascinella seconded the Motion.

Roll call vote was taken.

Sandy McKenney- Aye, Chad Pelissier- Aye, Michael Frascinella- Aye, and Diane Adinolfo- Aye.

The Motion passed, and the meeting was adjourned at 7:20 pm.

**SIGNATURE PAGE**  
**Allenstown Planning Board**  
**February 16, 2022**

| <b>Approval:</b>            |      |
|-----------------------------|------|
|                             |      |
| DIANE ADINOLFO, Chair       | DATE |
|                             |      |
| CHAD PELISSIER, Vice Chair  | DATE |
|                             |      |
| MICHAEL FRASCINELLA, Member | DATE |
|                             |      |
| N/A                         | N/A  |
| N/A, Member                 | DATE |
|                             |      |
| N/A                         | N/A  |
| N/A, Alternate Member       | DATE |
|                             |      |
| SANDRA MCKENNEY, Ex-Officio | DATE |

**SIGNATURE PAGE**  
**Planning Board**  
**February 16, 2022**

| <b>Amendment Approvals:</b>   |                                |              |
|-------------------------------|--------------------------------|--------------|
| <b>Amendment Description:</b> | <b>Approval:</b>               | <b>Date:</b> |
|                               |                                |              |
|                               | DIANE ADINOLFO, Chair          | DATE         |
|                               |                                |              |
|                               | CHAD PELISSIER, Vice Chair     | DATE         |
|                               |                                |              |
|                               | MICHAEL FRASCINELLA,<br>Member | DATE         |
|                               |                                |              |
|                               | N/A,<br>Member                 | DATE         |
|                               |                                |              |
|                               | N/A<br>Alternate Member        | DATE         |
|                               |                                |              |
| SANDRA McKENNEY, Ex-Officio   | DATE                           |              |